

# **Records of the Committee on House Administration**

## **RG.233.95.HA**

### **95th Congress**

**Finding aid prepared by Office of Art and Archives,  
Office of the Clerk, U.S. House of Representatives**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Center for Legislative Archives, National Archives and Records Administration  
700 Pennsylvania Avenue NW  
Washington, DC, 20408  
202-357-5350  
[legislative.archives@nara.gov](mailto:legislative.archives@nara.gov)

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## Summary Information

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<b>Repository</b>	Center for Legislative Archives, National Archives and Records Administration
<b>Title</b>	Records of the Committee on House Administration
<b>Date</b>	1977-1978
<b>Extent</b>	101.2 Cubic feet (circa 253 archival boxes)
<b>Language</b>	English

## **Biographical/Historical note**

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The Committee on House Administration (CHA) was established in 1947 by the Legislative Reorganization Act of 1946 as part of a larger effort to streamline the House of Representatives' committee system and to modernize its internal management and operations. CHA's two principal functions include oversight of federal elections and day-to-day operations in the House.

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## **Scope and Contents note**

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The records document the work of the Committee on House Administration during the 95th Congress. The records are primarily related to services the Committee provided for House committees, Members, and staff, including stationery requisitions and printing and equipment and related services, and the daily operation of the institution. The records also document the oversight of federal elections, including contested elections and investigations into alleged fraudulent voting.

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## **Arrangement note**

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The records are arranged into series related to the functions and jurisdiction of the committee, as well as by subcommittee. Any internal series arrangement is noted is noted therein.

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## **Administrative Information**

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### **Publication Information**

Center for Legislative Archives, National Archives and Records Administration

### **Rule VII**

The records are governed by Rule VII(3)b of the House Rules: (b) (1) A record shall immediately be made available if it was previously made available for public use by the House or a committee or a subcommittee. (2) An investigative record that contains personal data relating to a specific living person (the disclosure of which would be an unwarranted invasion of personal privacy), an administrative record relating to personnel, or a record relating to a hearing that was closed under clause 2(g)(2) of rule XI shall be made available if it has been in existence for 50 years. (3) A record for which a time, schedule, or condition for availability is specified by order of the House shall be made available in accordance with that order. Except as otherwise provided by order of the House, a record of a committee for which a time, schedule, or condition for availability is specified by order of the committee (entered during the Congress in which the record is made or acquired by the committee) shall be made available in accordance with the order of the committee. (4) A record (other than a record referred to in subparagraph (1), (2), or (3)) shall be made available if it has been in existence for 30 years.

**Full committee**

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## Collection Inventory

**Full committee****Committee papers (circa 51 archival boxes)****Scope and Contents note**

Includes publications, personnel files, legislative correspondence, Member allowances, calendars, and general files. Member, committee, and support office requests; equipment files. Miscellaneous legislation, reports, agendas, memos, correspondence.

**Arrangement note**

Member allowances arranged alphabetically by Member last name, general files arranged alphabetically.

**Committees of the House (11 archival boxes)****Scope and Contents note**

Files include electrical and mechanical, funding resolutions, House Information Services (HIS), authorizations, and general files for each committee.

**Arrangement note**

Arranged by committee/office.

**General Counsel's files (37 archival boxes)**

## House Information Systems

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### **Scope and Contents note**

Subject files, including contested elections and the Federal Election Commission (FEC), public financing, and voter registration. Also includes legislative files.

### **Arrangement note**

Subject files are arranged alphabetically, legislative files are arranged by bill number.

### **House Information Systems (4 archival boxes)**

### **Scope and Contents note**

Miscellaneous subject files.

### **Arrangement note**

Arranged alphabetically.

### **Investigative files (27 archival boxes)**

### **Scope and Contents note**

Investigative files related to alleged fraudulent voting and *Moreau v. Tonry*, 1st District, Louisiana.

### **Rule VII**

Under House Rule VII, investigative records are closed for a total of 50 years from the date of creation.

### **Joint Committee on the Library (8 archival boxes)**

### **Scope and Contents note**

## Official communications

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Miscellaneous subject files of the Committee related to the Library of Congress.

### **Official communications (4 archival boxes)**

#### **Scope and Contents note**

Executive communications.

#### **Arrangement note**

Arranged chronologically.

### **Legislative files (5 archival boxes)**

#### **Scope and Contents note**

Background and other related bills, hearings, and reports for legislation being considered.

### **Meeting files (14 archival boxes)**

### **Monthly reports (12 archival boxes)**

#### **Arrangement note**

Arranged by committee and by year.

### **Policy Group on Information and Computers (2 archival boxes)**

#### **Scope and Contents note**



## Stationery requisitions

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General files and meetings.

### **Arrangement note**

Meeting files are arranged chronologically.

### **Stationery requisitions (18 archival boxes)**

### **Arrangement note**

Arranged by year and alphabetically by committee/office name.

### **Transcripts (5 archival boxes)**

### **Scope and Contents note**

Full committee and subcommittee transcripts.

### **Arrangement note**

Arranged by full committee and subcommittee and chronologically therein.

## **Subcommittees**

### **Subcommittee on Accounts**

### **Scope and Contents note**

Administrative files, meetings.

### **Arrangement note**

## Subcommittee on Contracts

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Meeting files are arranged chronologically.

### **Subcommittee on Contracts (8 archival boxes)**

#### **Arrangement note**

Contract files arranged by committee/office name, meeting files arranged chronologically.

#### **Scope and Contents note**

Contract files, meeting files.

### **Subcommittee on Libraries and Memorials (11 archival boxes)**

#### **Scope and Contents note**

Meeting files; miscellaneous legislative and subject files; correspondence; and legislation, hearings, and related files related to memorials, the Library of Congress, and Smithsonian Institution.

#### **Arrangement note**

Meeting files arranged chronologically.

### **Subcommittee on Office Systems (4 archival boxes)**

#### **Scope and Contents note**

Meetings and general files primarily related to equipment.

#### **Arrangement note**

Meetings arranged chronologically.

## **Subcommittee on Personnel and Police**

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### **Subcommittee on Personnel and Police (2 archival boxes)**

#### **Arrangement note**

Meetings arranged chronologically.

#### **Scope and Contents note**

Meetings and general files.

### **Subcommittee on Printing (8 archival boxes)**

#### **Scope and Contents note**

Meetings; general files; correspondence; monthly reports; and bills, resolutions, and concurrent resolutions for the House and Senate; and specific transactions.

#### **Arrangement note**

Meetings arranged chronologically.

### **Subcommittee on Services (5 archival boxes)**

#### **Arrangement note**

Meeting files arranged chronologically, general files arranged by subject.

#### **Scope and Contents note**

Meetings and general files related to services provided by the House, including the barber shop, parking, and restaurants.